Health and Nurse

Nurses are able to navigate through Focus to view, enter, and update new and existing medical data. This document will guide nurses to understand the fundamentals of Focus, how to change and update addresses and contacts, the district specific health tabs for each student, updating individually and in mass, and various reports to run.

Portal Navigation

Portal Header

1. Focus /District Logo: Click on the logo to return to the Portal page.

2. Select Student/Staff: This pull-down is available at the top of all screens. Click on the pull-down, select the Students tab or the Staff tab and a list of all students/staff displays. Filter by student/staff name or student/staff ID. Clicking on a student/staff name navigates to the Student/User Info page for the selected student/staff.

3. Screen Name: Displays the name of the screen currently being viewed. Click on the screen name to add the page to Favorites.

4. Username: Displays your first and last name.

5. Profile/Role: Displays your assigned profile or role. A pull-down displays if you have more than one assigned profile, allowing you to switch between your assigned profiles, such as Coach and Teacher.

6. School: Displays the name of your school. If access to more than one school is granted, the school name displays in a pull-down where you can switch between schools, as needed.

7. School Year: Allows changing from the current year to view previous/future years.

8. Marking Period: Allows changing from the current marking period to view previous/future marking periods. Defaults to the currently active marking period.

9. SIS/ ERP: Clicking SIS takes you to the Student Information System. Clicking ERP takes you to Enterprise Resource Planning for finance, human resources, and payroll (depending on your district).

Portal Body

1. Main Menu: The Focus navigation menu is along the left side of the screen. If you hover over any of the menu icons, the menu opens and the menu titles appear. Because you may have different Preferences set up, your menu may be located along the top of the screen.

2. Dashboards/Portals: The district can create various dashboards for different user profiles. These usually contain graphical representations of student/staff data. If you have multiple profiles that have different portal block options, you can select the desired dashboard from the pull-down.

3. Last Login: Security feature that shows the your last date and time of login.

4. Alerts: Profile based system alerts e.g., teachers that have not taken attendance, admin discipline referrals that have not been processed, etc.

5. District & School Announcements: This contains notifications or reminders from both the school and/or district. These can be profile specific.

6. Upcoming Events: District and school calendar of upcoming events.

7. Find a Student/User: Search for a student/user from the Portal page by entering student/user name or ID number. Use the pull-down to select the sub-menu to view.

8. Focus University: Online training videos and help documents available for reference. These are NOT district specific.

9. Favorites/Recent Programs: Quick links to access the programs within the Focus menu that were flagged as Favorites from the screen name. Recent Programs displays a list of the most recently visited screens within Focus. Clicking the link navigates to the corresponding screen, as well as the student previously viewed, if applicable.

Portal Footer

1. Magnifying Glass: Used to filter and search through all of the menu items to quickly locate a specific menu option.

2. Help: Provides contextual help for the open screen. Links to Focus University can be opened in a new window. Allows users to sign up for a Focus University account and receive email notices for webinars.

3. Logout: Closes the Focus application.

> ℹ️ By default, Focus times out after 24 minutes of inactivity unless the District has modified the time.

Understanding the Health Related Tabs

Health related tabs can be accessed from a student's demographic screen. On the left side, there are a series of tabs that allow for student data to be recognized by specific categories.

Daily Visit Log

The Daily Visit Log allows nurses to input data about daily clinic visits for students.

1. Enter the appropriate information in the top blank row.

    a. Enter the date the student visited the clinic in the **Date seen in Clinic** text box.

    b. Enter the time the student entered the clinic in the **Time in** text box.

    c. Select the reason for the clinic visit from the **Codes_Description** pull-down. Based on DOH reporting policies the codes need to be correctly setup to match the descriptions.

    d. Select the **FTTY** check box if it's the first time the student is being seen in the clinic this school year.

    e. Select the **First Aid (5031)** check box if first aid was administered.

f. Enter a description of the first aid administered in the **First Aid Description** text box.

g. Select the user who assessed the student from the **Assess by** pull-down.

h. Enter the name of the Unlicensed Authorized Personnel, such as school support staff member, in the **UAP Name** text box.

i. Enter the **Assess Total** in the text box provided.

j. Enter the **Health Consult (5051)** information in the provided text box.

k. Enter any **Additional Notes** in the provided text box.

l. Enter the time the student left the clinic in the **Time out** text box.

m. Select the **Sent Home** check box if the student was sent home.

n. If a follow up has been scheduled with the student, enter the date in the **Followup Date** text box.

2. Once finished, press **Enter/Return** key.

   The newly added line will remain yellow until the record has been saved.

3. Click **Save**.

Immunizations

Immunization records can be input on the Immunizations tab. Here nurses can view and edit any immunization related information.

Immunization Status

This allows nurses to determine the student's immunization status such as an exemption, and if the student is up to date on all shots.

Immunizations Compliance

This is typically entered in elementary school when the student enters the county for the first time. This allows nurses to make sure the student is compliant with Florida regulations for vaccinations to allow the student into a district school.

⚠ Any changes made to Immunizations will NOT reflect on the same day. There is a nightly process, and changes will reflect the next day.

Health Immunizations

Immunization Compliance

Export Filter: OFF

Vaccination	Compliance	Rule Description	Exemption Status
	☐		
DTaP	☑	If the fourth primary dose of DTP is	No exemption
Hep B	☑	Required for entry to PK or KG. 3 dc	No exemption
HIB	☑	Required for entry to PK (1-4 doses)	No exemption
Measles	☑	One dose at age 12 months or older	No exemption
Mumps	☑	One dose at age 12 months or older	No exemption
PNC	☑	Required for child care entry effectiv	No exemption
Polio	☐	If the third dose is administered on	No exemption
Rubella	☑	Student is exempt.	Medical Exemption
Tdap	☑	One dose is required for entry to sev	No exemption
Varicella	☑	Student is exempt.	Medical Exemption-Life Long

Input Immunizations

This allows nurses to view, add, and edit all previous Immunizations. Nurses may also choose to Import from Florida Shots.

Health Immunizations

Immunizations/Medical

Import from Florida Shots

Export Filter: OFF

Vaccination	Comply	Exemption	Temp Exempt Date	Vaccination Date 1	Vaccination Date 2	Vaccination Date 3
	☐					
DTP va...	☐			11/24/2003	08/04/2006	08/06/2008
Flu Vac...	☑			05/11/2022		
Hepatiti...	☐			07/31/2003	11/24/2003	08/04/2006
Hib Ha...	☐			11/24/2003	08/04/2006	
MMR (...	☐			08/04/2006	08/06/2008	
Pneum...	☐			11/24/2003		
Polio v...	☐			11/24/2003	08/04/2006	08/06/2008
Tdap (T...	☐			05/19/2016		
VZV (V...	☐			08/04/2006	08/06/2008	

Import from Florida Shots

1. Click **Import from Florida Shots**. If the immunization records exist within Florida Shots, the records will be imported into Focus.
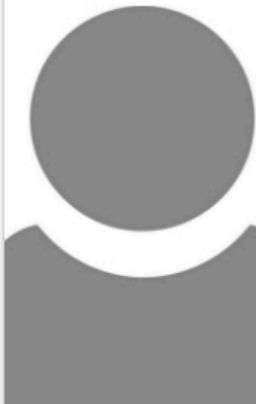
If there are too many matches or duplicate records are found, a pop-up window will display where you will be prompted to select the appropriate student in order for the immunization records to import. If a student has an exemption status, the immunizations will not be imported since there is not an immunization record in Florida Shots.

2. Hover over the Patient card to flip it and see the Relatives associated with the Patient. Click the **Patient** to verify the correct student.

FLShots - Too many Matches found!

Select 1 of the following:

Patient	
Name	Jody
Date of Birth	01/01/2012
Sex	Female
Race	Black/African American
Phone Number	641-555-1010
Address	3453
Location	

Relatives	
Name	Susan
Relationship	Mother
Name	John
Relationship	Father

⚠️ Focus links to Florida Shots and has no control over the shots that import from their records. Even though you might be holding a printed sheet from Florida Shots, it might take some time for the records to reflect in their system. If something is inaccurate, please contact Florida Shots.

❗ This will only work on the production site as long as it's setup.

Manual Entry

1. Type in the name of the Vaccination, the Vaccination Date(s), and any comments, as well as any other required fields.

2. Press the **Enter/Return** key. The newly added line will remain yellow until the record has been saved.

3. Add the next shot record.

4. Press the **Enter/Return** key. Continue this process until all shots have been entered.

5. Click **Save**.

Activity

Enter a new immunization record for a student.

- Select a student.
- Select the Immunization tab.
- Enter the Vaccinations for the selected student.

Print Letters

Print medical-related letters to send home.

1. Select the Immunization, Medical, or other applicable student tab.

2. Select the appropriate letter from the pull-down. If there isn't a pull-down on the student tab, there is no letter attached to that student tab.

Review the letter.

3. A PDF preview of the letter displays where it can be downloaded or printed.

    a. Click the down arrow to download the PDF.

    b. Click the printer icon to print the letter.

4. Select one or more of the options to the right:

    a. Email Student

    b. Email Student Personal Email

    c. Email Linked Users

    d. Email Custodial Contacts

    e. Send to Student Log

Sending the letter to the **Student Log** automatically creates a letter in the Letter Log student category, which will include a time stamp and printable version of the letter.

5. Click **Send Letter** after making selection(s).

6. Click **Done** when finished.

> � Do NOT select email addresses in the training/testing site as the letter WILL get sent if the emails exist in Focus.

To view the letter, select the student's **Letter Logging** tab.

Medical

> By selecting the Medical tab, nurses may be able to view Medical Alerts.

Medical Alerts

1. Type in the **Medical Alert** in the provided text box.

2. Press the **Enter/Return** key. The newly added line will remain yellow until the record has been saved.

3. Press **Save** to finalize data entered.

Activity

Enter a new medical alert for peanuts.

Medication Administration & Order

The Medication Administration tab allows nurses to enter in prescription medication information.

1. Enter the **Title** in the provided text box, as well as the **Dosage**, **Date**, etc. The field name may vary depending on your district.

2. Press the **Return/Enter** key to save the information entered.

The newly added line will remain yellow until the record has been saved.

3. Click **Save**.

4. Enter the appropriate information in the **Medication Order** section.

5. Press the **Enter**/**Return** key to save the record and/or add new record.

6. Upload a **Medication Order** file into the **See Order** field.

Medication Supply Received

1. Enter the appropriate information about the received medication in the **Medication Supply Received** section, such as the Date Received, Amount Received, and Witness.

2. Press the **Enter**/**Return** key.

The newly added line will remain yellow until the record has been saved.

3. Click **Save**.

Diabetic Log

1. If applicable, enter this data each time the student has their blood sugar levels tested.

2. Press the **Enter**/**Return** key.

The newly added line will remain yellow until the record has been saved.

3. Click **Save**.

SAR

By selecting the SAR tab, Nurses are able to view a Student's Accident Report (SAR) for a log of injury/accident and the date of the injury/accident.

1. Enter the appropriate information in the top row including the **Title** and **Date** of the Injury/Incident.

2. Press the **Enter/Return** key.

   The newly added line will remain yellow until the record has been saved.

3. Click **Save**.

4. Click **View** next to the appropriate row.

5. Enter the appropriate information into SAR.

6. Click **Save**.

Screenings

By selecting the Screening tab, Nurses are able to view/edit a student's results from the district/school health screenings. Nurses can also add screenings en masse in Mass Add Log Records (see the next section).

Enter Screening Results Individually

The Vision Screening logging field will be used for this example.

1. Enter the information in the fields within the row.

    a. Enter the **Screening date** in the provided text box.

    b. Select the result of the screening from the **Status** pull-down.

    c. Select the **Resulted in referral** check box if the screening resulted in a referral.

    d. If a student is referred, select the relevant option from the **Referred To** pull-down.

    e. Enter the **Referred Date** in the provided text box.

    f. Select the **Outcome of Referral** from the provided pull-down.

    g. Enter any applicable comments in the **Comment** text box.

2. Press the **Enter/Return** key.

The newly added line will remain yellow until the record has been saved.

3. Click **Save**.

The Hearing, Scoliosis, and BMI logging fields contain the same options.

Hearing

Screening Date ⬍	Status ⬍	Resulted in Referral ⬍	Referred To ⬍	Referral Date ⬍	Outcome of Referral ⬍	Comment ⬍
	▼	☐	▼		▼	

Scoliosis

Screening Date ⬍	Status ⬍	Resulted in Referral ⬍	Referred To ⬍	Referred Date ⬍	Outcome of Referral ⬍	Comment ⬍
	▼	☐	▼		▼	

BMI

Screening Date ⬍	Status ⬍	Resulted in Referral ⬍	Referred To ⬍	Referred Date ⬍	Outcome of Referral ⬍	Comment ⬍
	▼	☐	▼		▼	

Mass Add Log Records

Mass Add Log Records can be used to add screenings in mass to a group or an individual student.

Add Logging Records by Student

1. Go to the **Students** menu and select **Mass Add Log Records**.

The **By Student** tab is selected by default.

2. Select the type of logging field to be added.

3. Select the applicable **Student** from the corresponding pull-down (use the Filter field to enter the student's name or ID number).

4. Enter the applicable information based on the selected Logging Field.

5. Press the **Enter/Return** key to save the record and enter the next student's information in the row at the top.

Adding Logging Records by Group

1. Click the **By Group** tab.

Conduct a student search and select More Search Options to target a certain group of students.

> For Example: Mrs. Smith brings her class for a hearing test. Select More Search Options > Scheduling > Scheduled into Teacher > Select Teacher from pop-up window > click Search.

2. Select the **Logging Field** from the pull-down. The selected Logging Field will determine what fields display at the top of the screen.

3. Complete all applicable fields.

The entered data will apply to all students as the fields are populated.

Make applicable changes to the individual students, as needed.

4. Select the check boxes to select the student(s) for whom the data should be saved.

5. Click **Save**.

Once the records have been successfully changed, a green confirmation displays.

Activity

- Mass Adding Log Records
- Select a specific class (More Search Options > Scheduling > Select Teacher).
- Add a Hearing Screening.

Add/Drop Report

The Add/Drop Report provides a snapshot of students that have enrolled or withdrawn during a defined time frame.

1. Go to the **Students** menu and select **Add/Drop Report**.

2. From the Add / Drop Report screen, set a time frame by clicking the **month**, **day**, and **year** pull-downs. You can also click the **calendar** icon to select a date.

3. If you have access to multiple schools, you can select the **All Schools** check box to pull data from all accessible schools.

4. Click **Go**.

The Add / Drop Report displays the Student name, Student ID, School, Grade Level, Enrolled date and/or Dropped date, and the Reason for the add or drop, such as (E02) Transferring from a public school out of district but in the state.

5. To export data to an Excel spreadsheet, click the **floppy disk** icon.

6. To retrieve the report in PDF or to print, click **Print** at the bottom of the screen.

7. To view Enrolled students only:

    a. Click the **Filter** button.

    b. From the column pull-down, select **Dropped**.

    c. From the rule pull-down, select **Less Than**.

    d. In the criteria text box, enter **1**.

    e. Click **Run Filter**.

Activity

Enter shot records:

- From the Students menu, run the Add/Drop report.
- Select a newly enrolled student and check the immunization tab for the new student.

- Enter a new shot records for the selected student.

Florida Health Services Reports

The Florida Health Services Reports were designed to help with reporting the Department of Health. There are 4 tabs with a different report on each.

> ⚠ The Daily Visit Log must contain all the original standard fields to display the Florida Health Reports correctly. The order of the fields can be switched, but the content and individual fields must remain the same.

1. Go to **Florida Reports** and select **Health Services Reports**.

I-C.1 Types of Health Conditions

The I-C.1 report loads by default. This report contains statistics of Types of Health Conditions by School Level broken down for each school level, and then totals in the column on the far-right.

> 💡 Select the **All Schools** check box to expand the scope of the report so it includes district-wide information.

I-D.1 School Year: Num Students Needing Meds

This report defines the number of students needing procedures and/or medications within the school year.

ℹ For both the I-D.2 and the Health Services Statistical Form, the scope of the report is defined by a specified date range. Click the Go button to reload the data after making any adjustments.

I-D.2 Weekly: Num Students Needing Meds

This report defines the number of students needing procedures and/or medications on a weekly basis.

Health Services Statistical Form

This report displays the number of times each of the Codes & Descriptions was utilized and by whom.

Advanced Report

1. Click the **Students** menu and select **Advanced Report**.

2. Search for the group of students to be in the report.

a. More Search Options (left column) identifies a specific subset of students to be included in the report; the fields are pulled directly from the Focus data fields related to student information that the user's profile has permission to view.

Click on the gray arrow to open the field for available search criteria. The more fields added, the more limited the search results will be.

3. Select the appropriate **Available Fields** (middle column) to define what fields will be in the report. All tabs located in the **Student Info** screen are listed in this column; each field category can be clicked to reveal a list of blue boxes containing data relevant to that field.

A **Search Fields** text box is available to help locate data fields.

    a. Type in the name or keyword of a field to display the Available Fields.

4. There are two options for moving the blue boxes into the Fields to Include in Report box:

    a. Drag and drop the name of the field.

b. Click the green plus sign.

5. Fields to include in Report (right column) identifies the information to be shown on the report.

6. Add all appropriate fields from Available Fields.

7. All fields will be ordered as they appear in the box and can be rearranged as needed by dragging and dropping the field box up or down.

8. The field boxes can be deleted by clicking the red **X** or by dragging them back to the left.

9. Click the **Run Report** button. Like other reports in Focus, the heading in each column can be clicked to re-sort the data.

> ℹ️ When a logging field is selected as one of the fields, an option to Include students without log records will appear.
>
> Select the check box and click **Go**.
>
> When selected, all students/users who match the search results will display, regardless if they have a log record.

10. Click the **Create Report** or **Save Report** button at the bottom of the report screen to save the search criteria and fields of the **Advanced Report**.

11. Name the report. This will allow the report to be run in the future without having to re-enter the criteria and fields.

12. Click **OK**.

> ℹ️ Creating a report saves the search criteria and fields. When the report is run on a later date, it updates with the current students who match the parameters. To save a report's results at a specific time, export to Excel or print to PDF.

After clicking OK, a confirmation screen will appear on the Saved Reports tab with a green check mark indicating the report has been saved.

a. Click the blue arrow to run the report.

b. The name of the saved report can also be edited by clicking on the blue dotted line under the report's current title.

c. Click the red dash in the last column to delete the entire report.

13. Click **Modify Report** to edit the **Fields to include in Report** on the previous screen.

> ⊗ Please be aware that this action will result in the original search criteria selected from More Search Options to be reset. However, the Fields to include in Report will be retained.

> ℹ️ The results of an Advanced Report can also be downloaded and saved as a static report prior to clicking "Create Report." To download, click on the Excel icon that displays in the header next to the total number of students.

Activity

1. Create an Advanced Report to include the following fields in the exact order listed below. Use More Search Options to define the group of students.

- Last, First Name.
- Grade Level.
- Two other fields of your choice. (Alpha ID = local student ID)
- Health Examination Status
- Life Threatening Allergies
- Screening Status

2. Save and name the report.

3. Go back to the main Portal page and locate the saved report.

4. Add a filter to the report; include only the highest-grade level of students at the school.

5. Export the report to Excel.

6. Resave and name the report.